

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Waiver of Excess Use of Annual Leave Credited Through
Administrative Error

REFERENCE : Your memo dtd 23 Aug 74, subj: Statement of Circum-
stances Concerning Accrued Annual Leave

1. It is unfortunate that through an administrative error you were credited with annual leave in excess of your entitlement and used more leave than you might have otherwise on the death of your wife. Nonetheless, the information you have provided does not justify waiver of repayment; and, sick leave cannot be substituted retroactively for the annual leave you used. Sick leave is provided to cover periods of an employee's illness while annual leave is provided for vacations and for periods of personal emergency as in the case of a death in the family.

2. You can arrange financial repayment if you want to eliminate your negative annual leave balance and do not want to continue the current installment leave repayments as you accrue annual leave. Financial repayment can be made in one lump-sum payment equivalent to the dollar value of the leave at the time it was used, or in installment payments. Please contact the Office of Finance, X 2713, if you choose to make either such arrangement.

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[REDACTED]
Acting Director of Personnel

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OP/P&C/RS [REDACTED] dbw (20 Sept 74)
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